Job Description

Peer Advisor
Tutoring Center
Wilson Library 280  |  360.650.3855
www.wwu.edu/tutoringcenter

Title: Peer Advisor
Reports to: Tutoring Center Assistant Director and Coordinator
Salary: Starts at $13.50; this pay rate is within the Classification 1 wage range as established by the Student Employment Center.

Eligibility:
- Strong WWU GPA (preferably 3.0 or higher)
- At least one academic year remaining at WWU
- Available to work at least 6 hours per week during the academic year (plus 1-2 hours per week of training fall quarter)

Skills:
- Excellent verbal and non-verbal communication skills
- Preferred: ability to support multilingual learners and/or language proficiency other than English
- Commitment to equity and inclusion
- Adaptable to a fast-paced work environment
- Ability to work with students one-on-one and present to large groups

Responsibilities:
- Provide academic support during assigned hours
- Perform front desk activities, including scheduling, record-keeping, and tutoring-coordination
- Develop a full working knowledge of academic skills development materials and strategies
- Professional development will be provided via pre-quarter and weekly training
- Participate in academic support and outreach activities, e.g. facilitating study skills appointments and presentations, leading tours, and representing the Tutoring Center at information fairs and to other campus organizations
- Support Western students in the Tutoring Center while demonstrating courteous, inclusive, and professional behavior
- Participate in TC staff meetings and training sessions, including:
  - Two full days of training before classes begin fall quarter: September 21-22, 2020
  - Half-day staff meeting on the first Saturday of fall quarter classes: September 26, 2020
  - Approximately 1-2 hours of training per week during fall quarter

Learning Outcomes:
- Develop leadership communication and skills
- Demonstrate sound interpersonal skills and cultural competency
- Promote learning strategies to encourage student self-sufficiency
- Engage in professional career development